# Process to Apply for EOA Only

Steps to be followed for applying EOA Only:

**Step 1:**

The user logs in the portal with given user ID & password. Then navigate to "**New/Extension Approval**" screen & clicks on "**Apply for 2014-2015 Application**" button to apply for academic year 2014-2015.

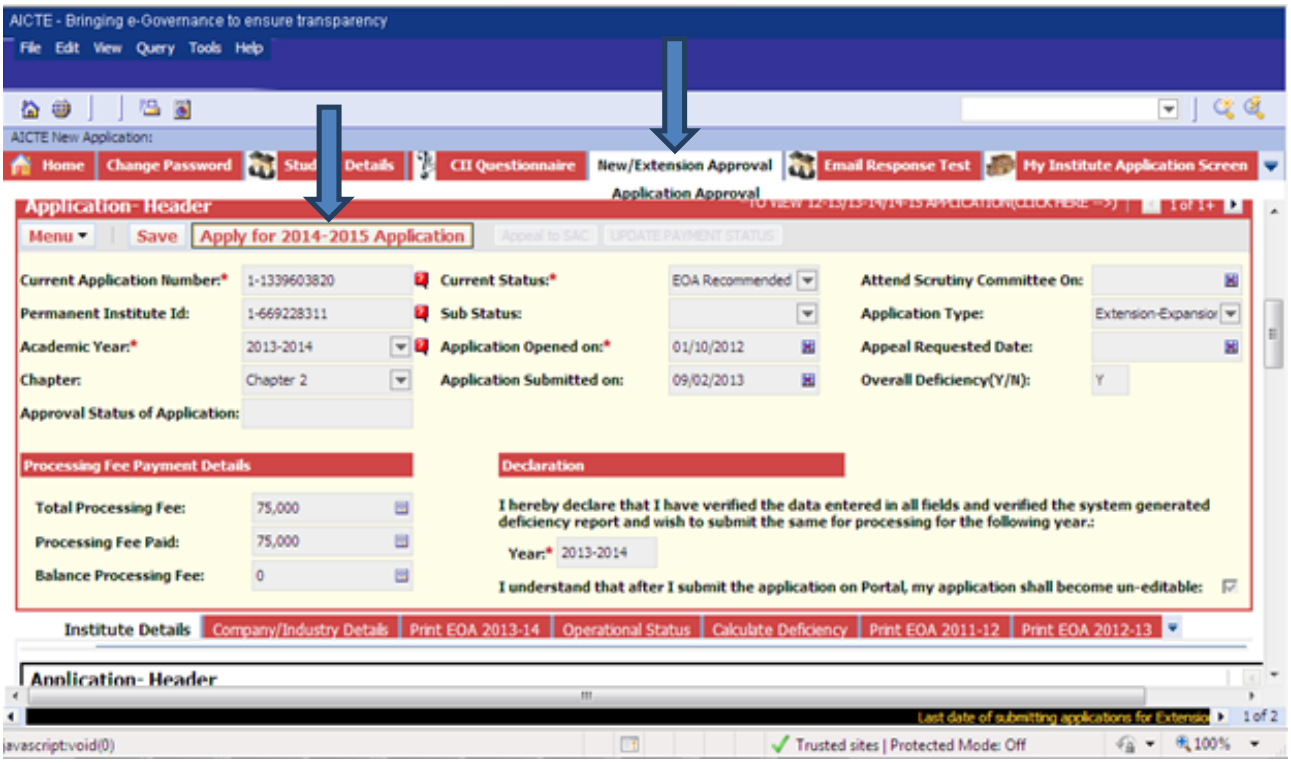



Fig I

Once the button is clicked, the following message (Fig II) will be displayed to the user. The created application for academic year 2014-2015 will be entirely **read only**.

Once the application is created "**Proceed Further**" button will be enabled.

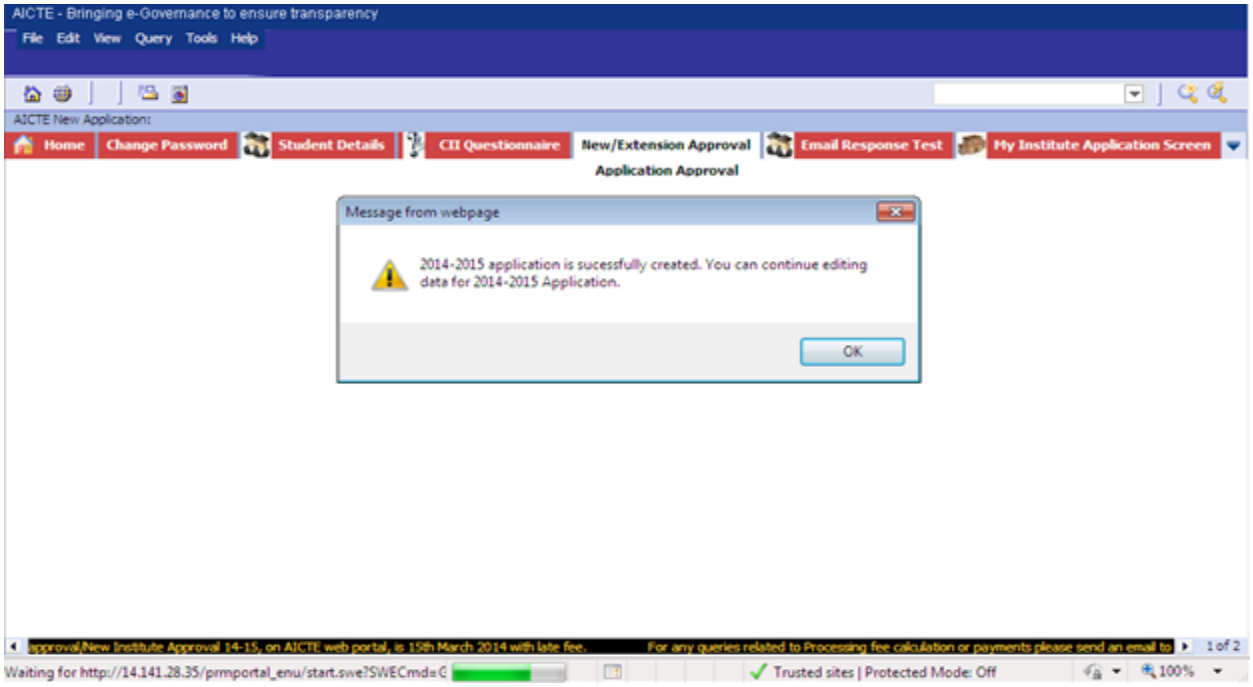



Fig II

**Step 2:**

The user has to answer the question: "Do you wish to apply for EOA?" before clicking of "**Proceed Further**" button, without which he won't be able to edit the application.

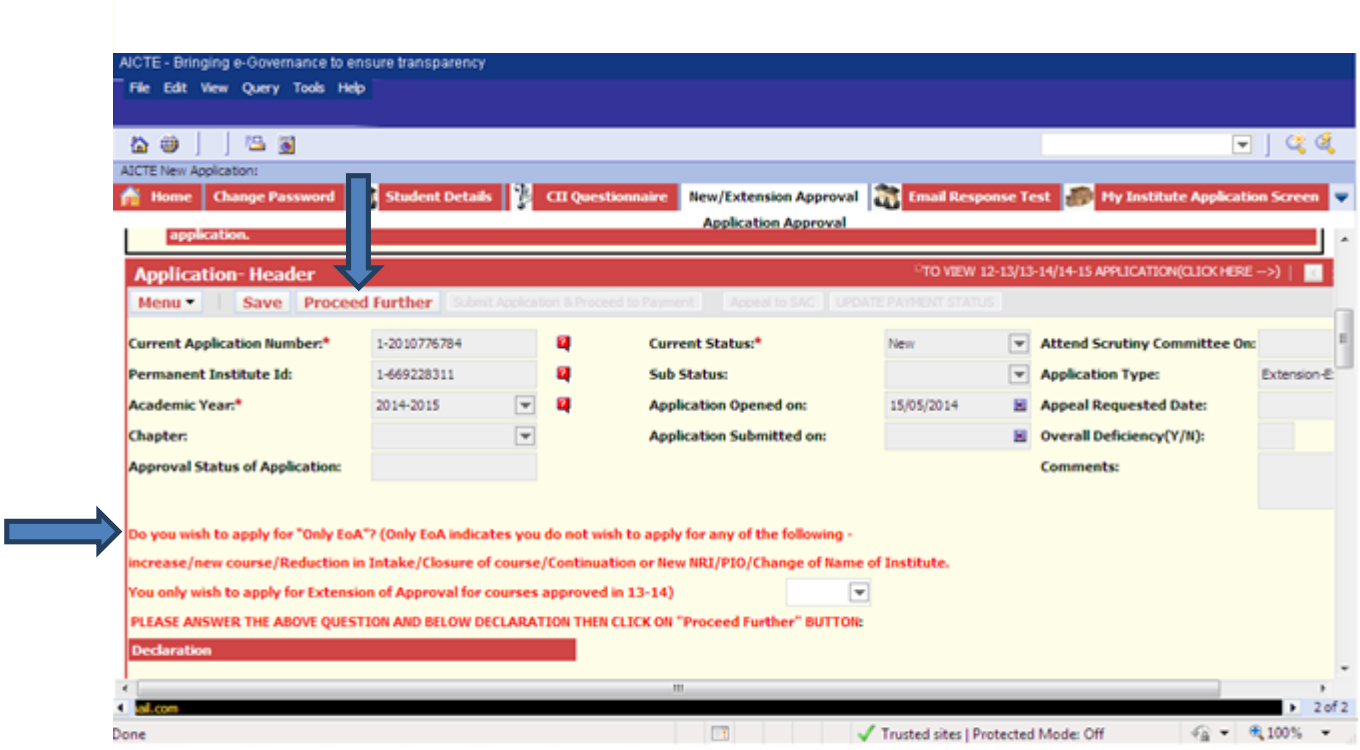
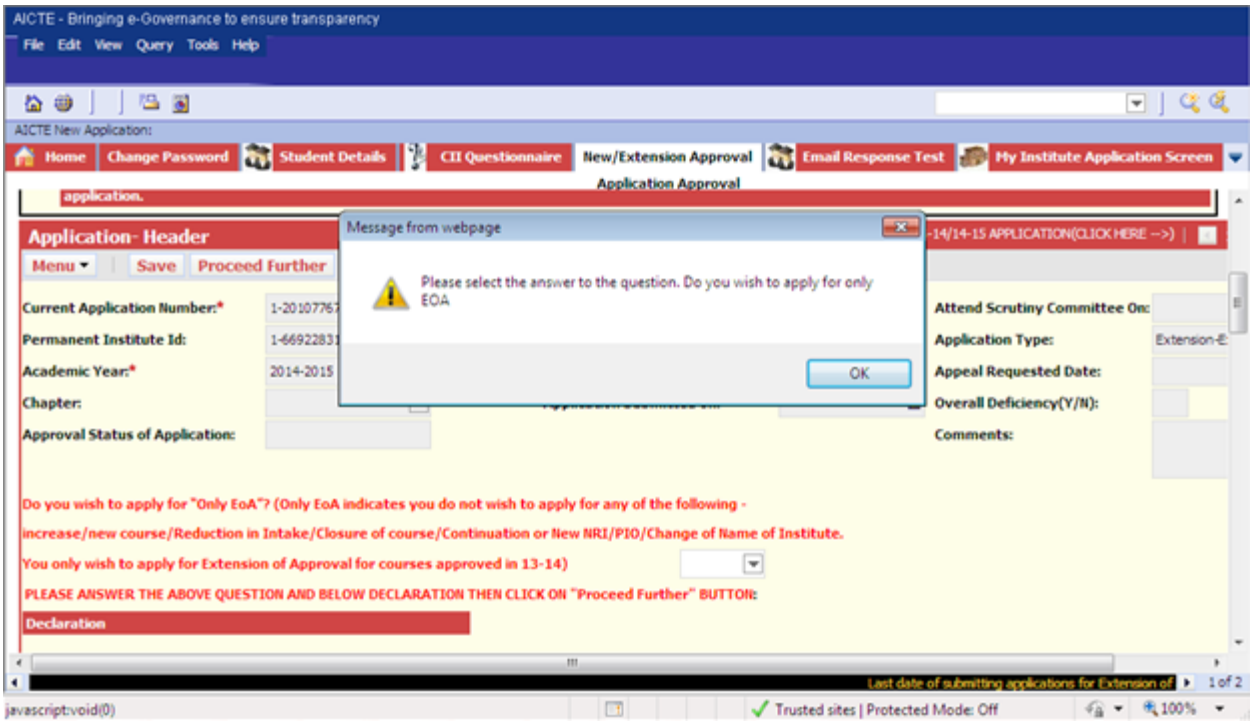



Fig III

If the user tries to click on "**Proceed Further**" without answering the question, then the following message will be displayed (Fig IV),


AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
New/Extension Approval
Email Response Test
My Institute Application Screen
Application Approval
application.
Application- Header
Menu
Save
Proceed Further
Message from webpage
Please select the answer to the question. Do you wish to apply for only EOA
OK
Current Application Number:*
Permanent Institute Id:
Academic Year:*
Chapter:
Approval Status of Application:
Attend Scrutiny Committee On:
Application Type:
Appeal Requested Date:
Overall Deficiency(Y/N):
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
Last date of submitting applications for Extension of
1 of 2
javascript:void(0)
Trusted sites | Protected Mode: Off
100%

**Step 3:**

The users who DO NOT wish to apply for any "**Increase in intake/Reduction in intake/Closure of course/Continuation or New NRI or PIO/Change of Name of Institute/Dual/Integrated course/Change of Site/Women's to Co-ed/Closure of Institute**" can answer "**Yes**" from the dropdown. (Fig V) or else can answer "**No**". (Fig VII)

If the user selects "**Yes**", the entire application will become **read only**. The user won't be able to edit anything in the application.

The user also has to answer the declaration with "**I agree on the above declaration**" (Fig V). If the user does not select this answer then the following message will be displayed. (Fig VI)

The users who wish to apply for any of the following "**Increase in intake/Reduction in intake/Closure of course/Continuation or New NRI or PIO/Change of Name of Institute/Dual/Integrated course/Change of Site/Women's to Co-ed/Closure of Institute**" can answer "**Yes**" from the dropdown

If the user selects "**No**", then the application will be editable & declaration is not required. (Fig VII)

After selecting the appropriate answer, the user clicks on the "**Proceed Further**" button.

If the user has selected "**Yes**", then the message in **Fig VIII** will be displayed or if the user selects "**No**", then the message in **Fig IX** will be displayed. The user clicks on "**OK**" to proceed with the application editing.

Once the “Proceed further” button is clicked, confirmation message will be displayed. The institute cannot modify the answer later on.

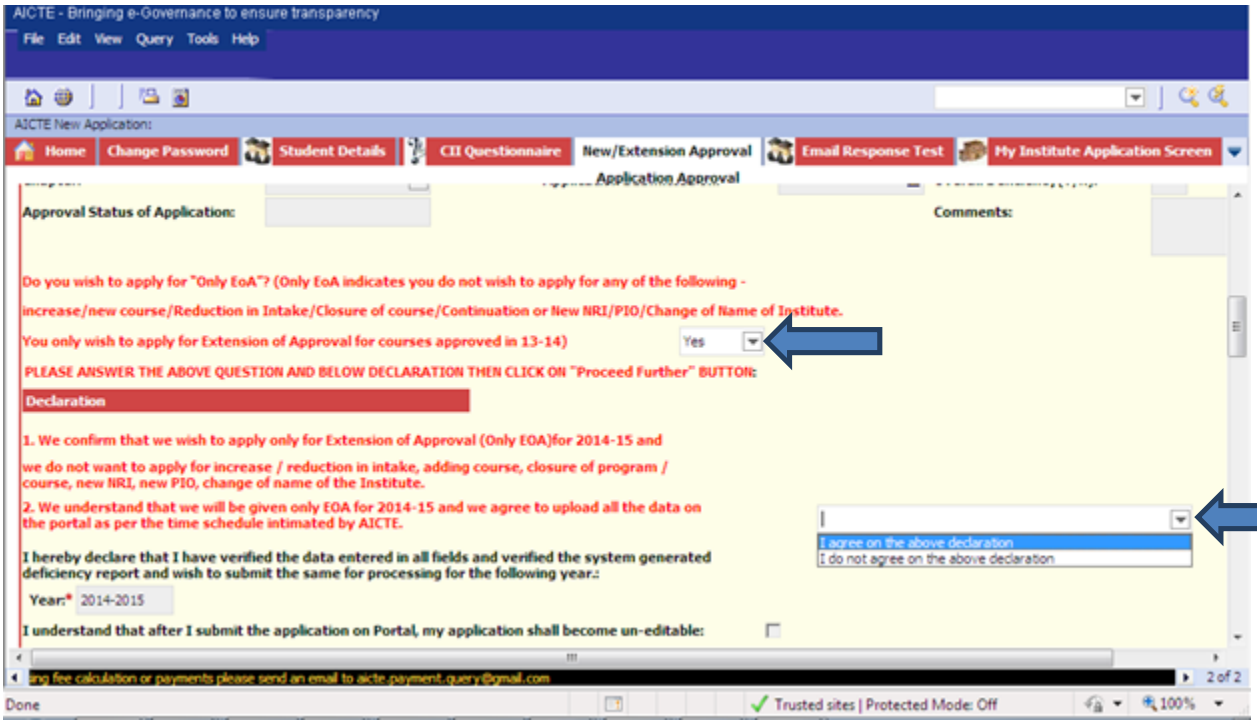

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
New/Extension Approval
Application Approval
Email Response Test
My Institute Application Screen
Approval Status of Application:
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
Yes
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
1. We confirm that we wish to apply only for Extension of Approval (Only EOA)for 2014-15 and
we do not want to apply for increase / reduction in intake, adding course, closure of program /
course, new NRI, new PIO, change of name of the Institute.
2. We understand that we will be given only EOA for 2014-15 and we agree to upload all the data on
the portal as per the time schedule intimated by AICTE.
I agree on the above declaration
I do not agree on the above declaration
I hereby declare that I have verified the data entered in all fields and verified the system generated
deficiency report and wish to submit the same for processing for the following year.:
Year:* 2014-2015
I understand that after I submit the application on Portal, my application shall become un-editable:
2 of 2
Done
Trusted sites | Protected Mode: Off
100%

Fig V

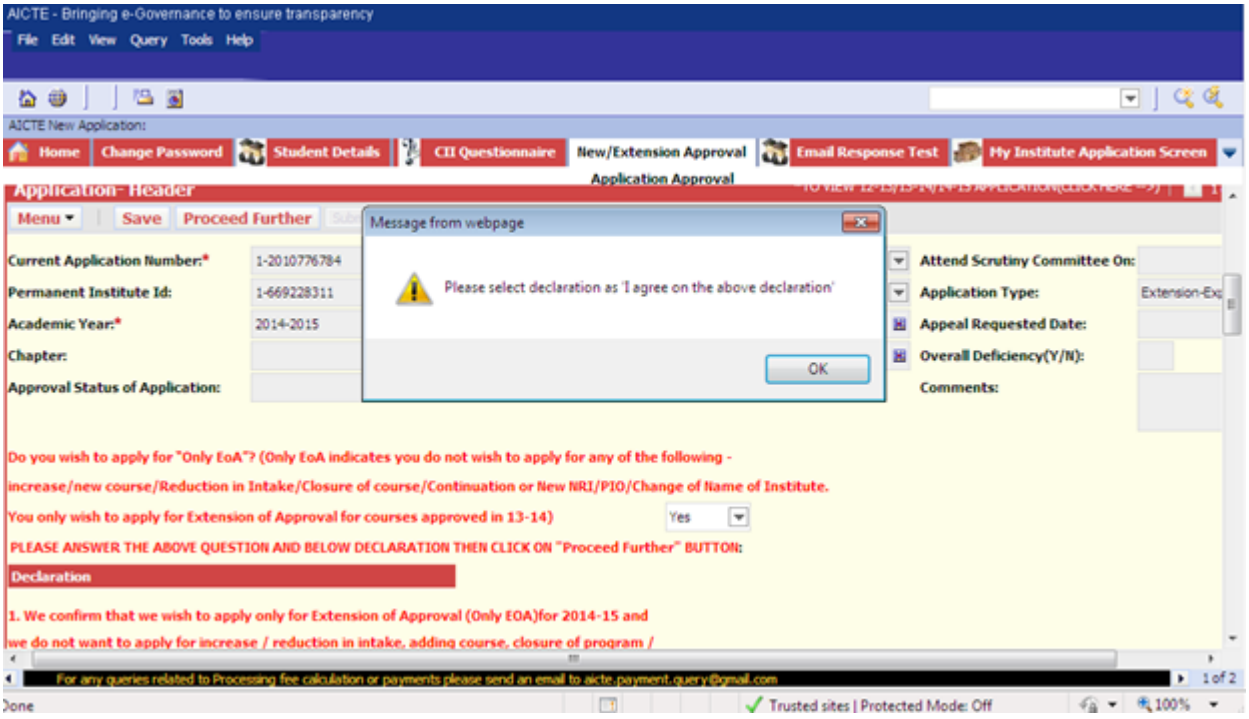

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
New/Extension Approval
Application Approval
Email Response Test
My Institute Application Screen
Application Header
Menu
Save
Proceed Further
Message from webpage
Please select declaration as 'I agree on the above declaration'
OK
Current Application Number:* 1-2010776784
Permanent Institute Id: 1-669228311
Academic Year:* 2014-2015
Chapter:
Approval Status of Application:
Attend Scrutiny Committee On:
Application Type:
Appeal Requested Date:
Overall Deficiency(Y/N):
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
Yes
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
1. We confirm that we wish to apply only for Extension of Approval (Only EOA)for 2014-15 and
we do not want to apply for increase / reduction in intake, adding course, closure of program /
For any queries related to Processing fee calculation or payments please send an email to aicte.payment.query@gmail.com
1 of 2
Trusted sites | Protected Mode: Off
100%

Fig VI

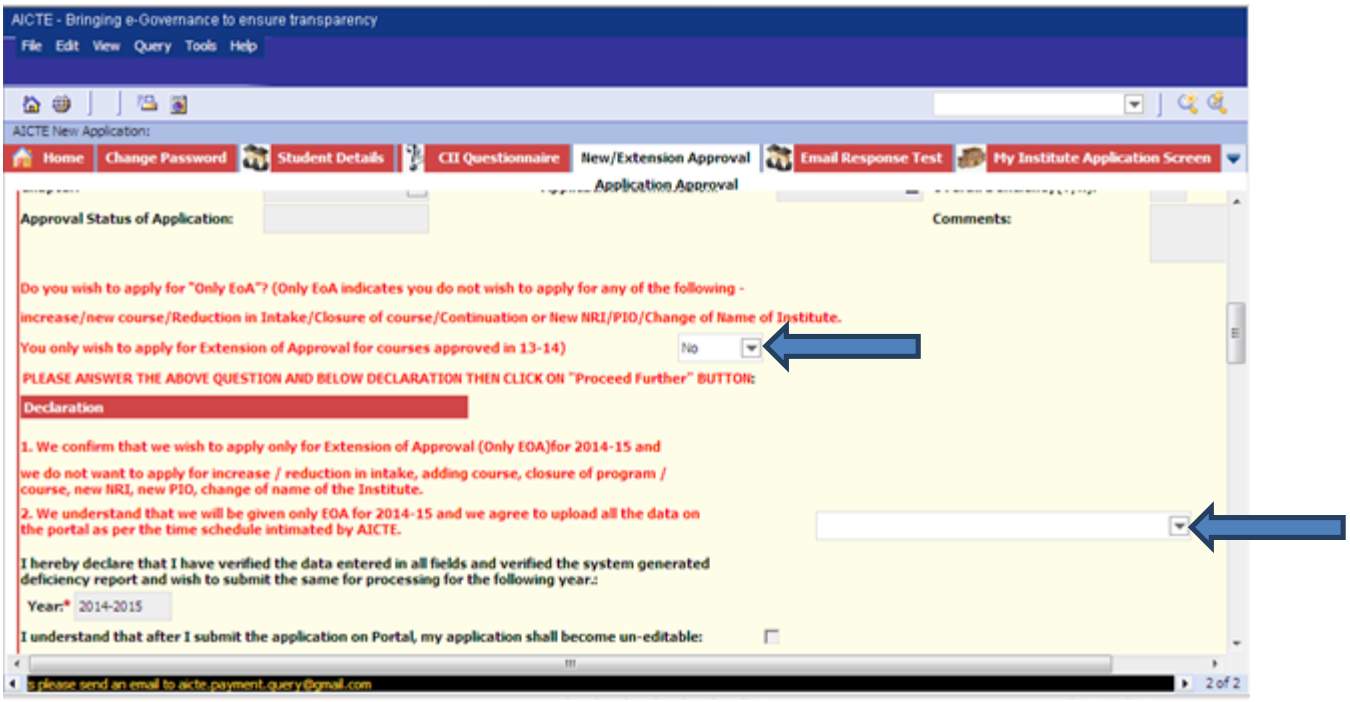

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
New/Extension Approval
Email Response Test
My Institute Application Screen
Application Approval
Approval Status of Application:
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
No
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
1. We confirm that we wish to apply only for Extension of Approval (Only EOA)for 2014-15 and
we do not want to apply for increase / reduction in intake, adding course, closure of program / course, new NRI, new PIO, change of name of the Institute.
2. We understand that we will be given only EOA for 2014-15 and we agree to upload all the data on the portal as per the time schedule intimated by AICTE.
I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.:
Year:* 2014-2015
I understand that after I submit the application on Portal, my application shall become un-editable:
please send an email to aicte.payment.query@gmail.com
2 of 2

Fig VII

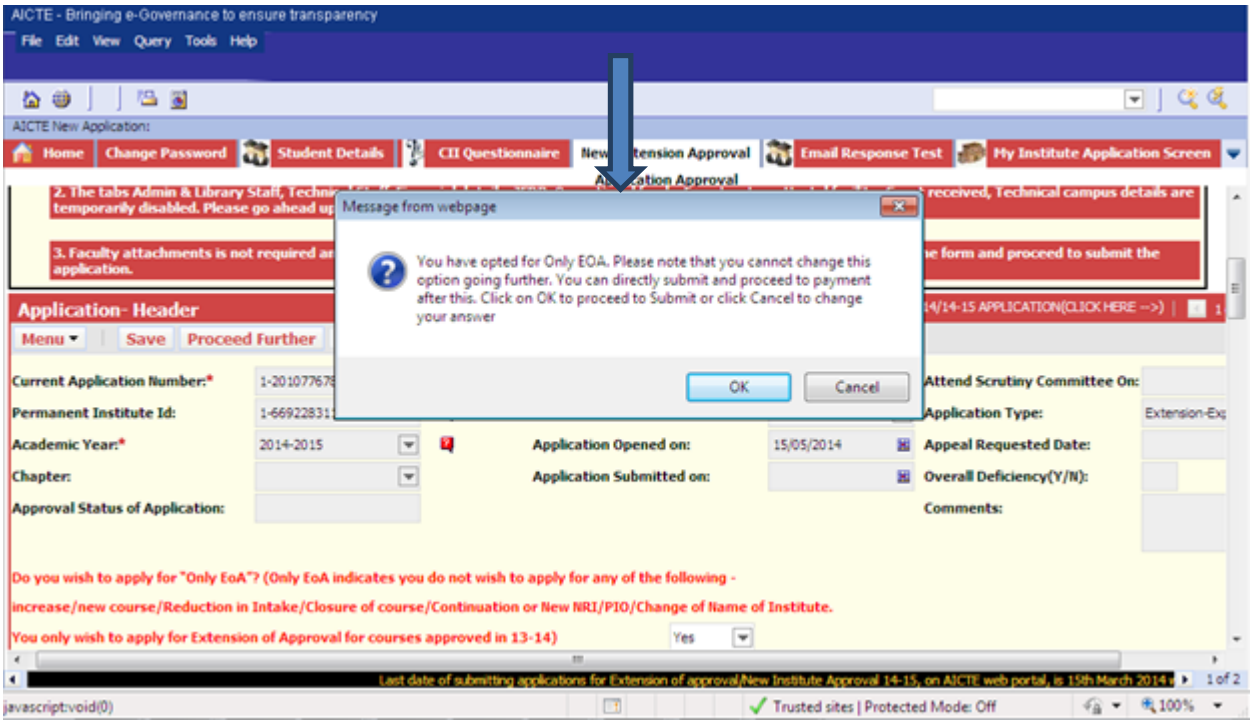

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
Email Response Test
My Institute Application Screen
Message from webpage
You have opted for Only EOA. Please note that you cannot change this option going further. You can directly submit and proceed to payment after this. Click on OK to proceed to Submit or click Cancel to change your answer
OK
Cancel
Application- Header
Menu
Save
Proceed Further
Current Application Number:*
Permanent Institute Id:
Academic Year:*
2014-2015
Application Opened on:
15/05/2014
Chapter:
Application Submitted on:
Approval Status of Application:
Attend Scrutiny Committee On:
Application Type:
Appeal Requested Date:
Overall Deficiency(Y/N):
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
Yes
1 of 2
javascript:void(0)
Trusted sites | Protected Mode: Off
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Fig VIII

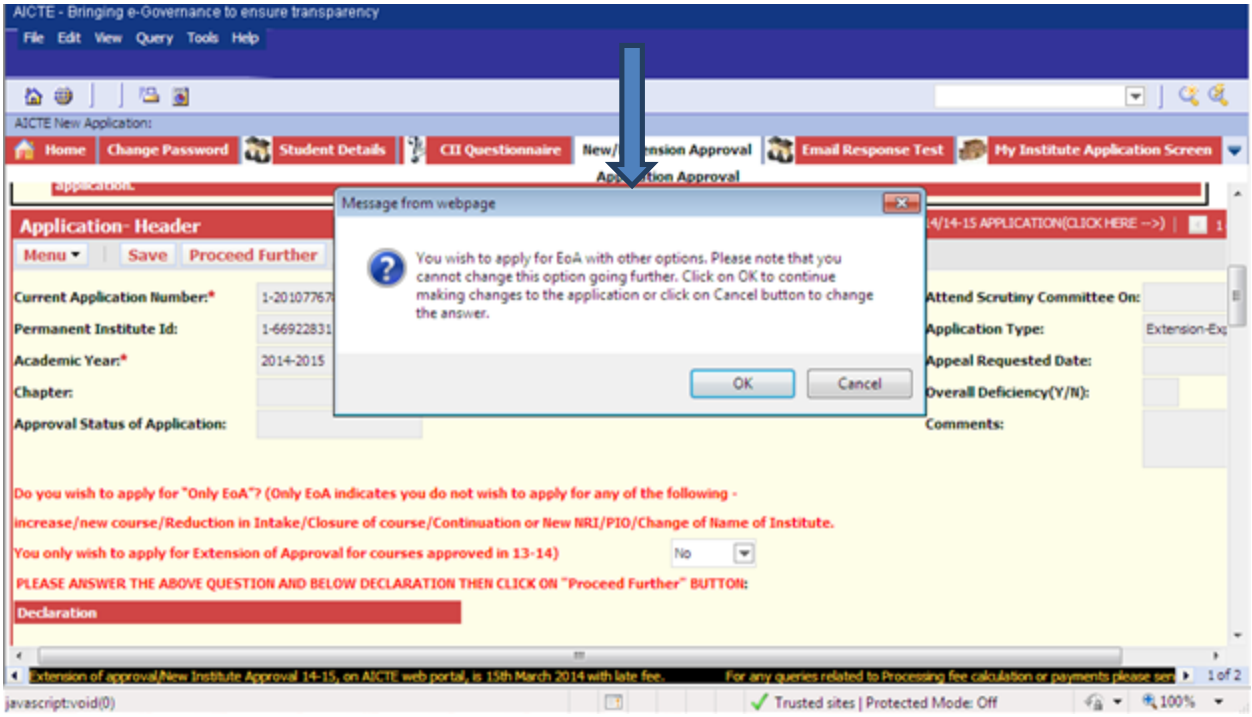
AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
Email Response Test
My Institute Application Screen
Application Approval
Message from webpage
You wish to apply for EoA with other options. Please note that you cannot change this option going further. Click on OK to continue making changes to the application or click on Cancel button to change the answer.
OK
Cancel
Application- Header
Menu
Save
Proceed Further
Current Application Number:*
Permanent Institute Id:
Academic Year:*
2014-2015
Chapter:
Approval Status of Application:
Attend Scrutiny Committee On:
Application Type:
Appeal Requested Date:
Overall Deficiency(Y/N):
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
No
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
Extension of approval/New Institute Approval 14-15, on AICTE web portal, is 15th March 2014 with late fee.
For any queries related to Processing fee calculation or payments please
1 of 2
javascript:void(0)
Trusted sites | Protected Mode: Off
100%

Fig IX

**Step 4:**

If the User has opted for EOA only then directly "**Submit Application & Proceed to Payments**" button will be enabled. The institute need not edit any other information. (Fig X)

Against all courses, Applied Intake will be set equal to Approved Intake 13-14.

The user clicks on this button & application will be submitted for academic year 2014-2015. The user can then proceed for payments to pay the EoA fees. (Fig XI)

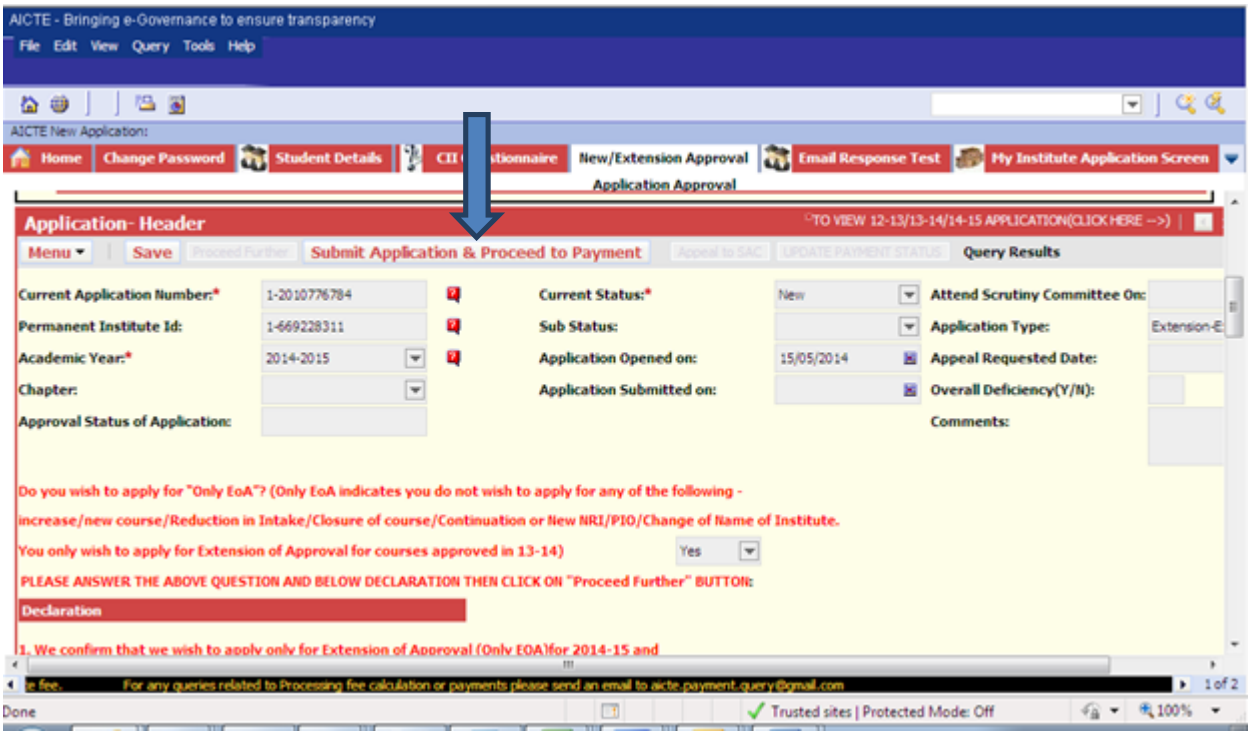
AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
New/Extension Approval
Email Response Test
My Institute Application Screen
Application Approval
Application- Header
TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->)
Menu
Save
Submit Application & Proceed to Payment
Query Results
Current Application Number:*
1-2010776784
Current Status:*
New
Attend Scrutiny Committee On:
Permanent Institute Id:
1-669228311
Sub Status:
Application Type:
Academic Year:*
2014-2015
Application Opened on:
15/05/2014
Appeal Requested Date:
Chapter:
Application Submitted on:
Overall Deficiency(Y/N):
Approval Status of Application:
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
Yes
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
1. We confirm that we wish to apply only for Extension of Approval (Only EOA)for 2014-15 and
For any queries related to Processing fee calculation or payments please send an email to aicte.payment.query@gmail.com
1 of 2
Done
Trusted sites | Protected Mode: Off
100%

Fig X

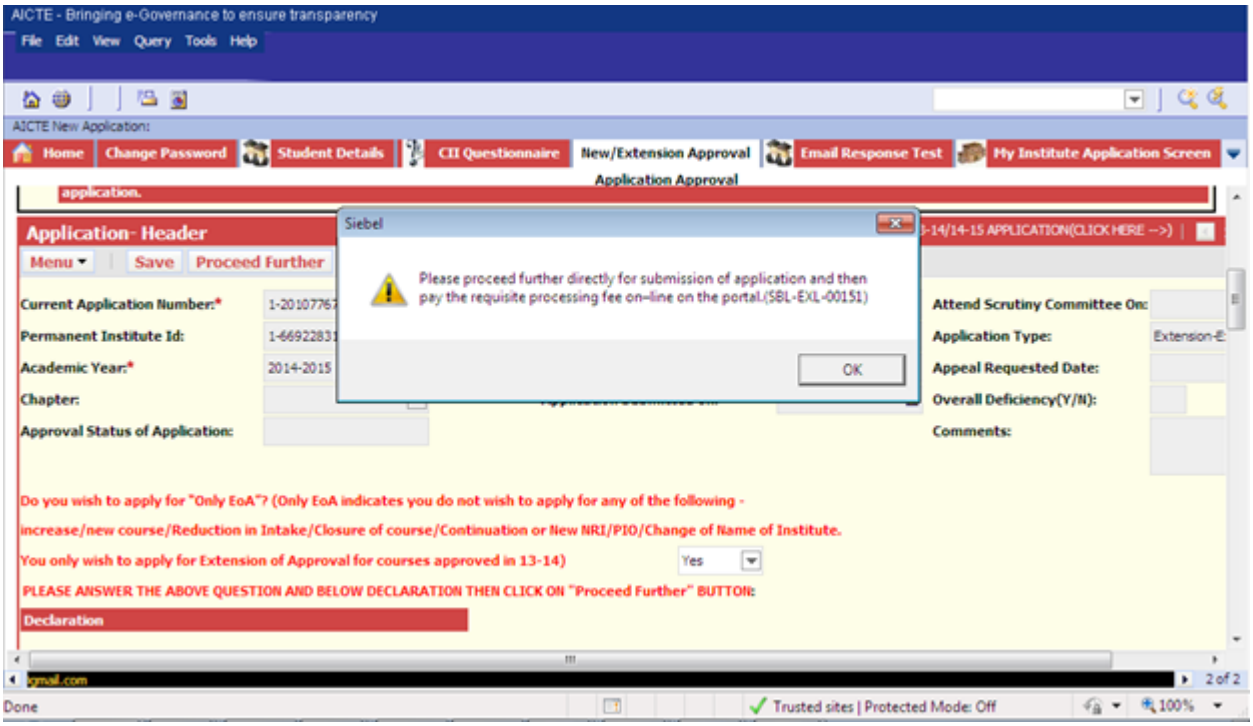
AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help
AICTE New Application:
Home
Change Password
Student Details
CII Questionnaire
New/Extension Approval
Email Response Test
My Institute Application Screen
Application Approval
application.
Application- Header
Siebel
Please proceed further directly for submission of application and then pay the requisite processing fee on-line on the portal.(SBL-EXL-00151)
OK
Menu
Save
Proceed Further
Current Application Number:*
Permanent Institute Id:
Academic Year:*
2014-2015
Chapter:
Approval Status of Application:
Attend Scrutiny Committee On:
Application Type:
Appeal Requested Date:
Overall Deficiency(Y/N):
Comments:
Do you wish to apply for "Only EoA"? (Only EoA indicates you do not wish to apply for any of the following -
increase/new course/Reduction in Intake/Closure of course/Continuation or New NRI/PIO/Change of Name of Institute.
You only wish to apply for Extension of Approval for courses approved in 13-14)
Yes
PLEASE ANSWER THE ABOVE QUESTION AND BELOW DECLARATION THEN CLICK ON "Proceed Further" BUTTON:
Declaration
2 of 2
Done
Trusted sites | Protected Mode: Off
100%

Fig XI